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4 BILL NO. S-77-02-31

5 SPECIAL ORDINANCE NO. S- 62-77

6 AN ORDINANCE approving a contract  
7 with Double Envelope for materials  
8 for Office Services Department.

9 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT  
10 WAYNE, INDIANA:

11 SECTION 1. That the contract dated February 2, 1977,  
12 between the City of Fort Wayne, by and through its Mayor and the  
13 Board of Public Works and Double Envelope, for:

14 750M Envelopes #10 w/window, \$5,992.50  
15 Split gum 24 lb. white  
Insertion Machine Quality

16 750M Remittance Envelopes  
as per sample received \$4,087.50

17 TOTAL: \$10,080.00

18 all as more particularly set forth on City Utilities Purchase  
19 Order No. 8694, which is on file in the Office of the Department  
20 of Purchasing and is by reference incorporated herein, made a part  
21 hereof and is hereby in all things ratified, confirmed and  
22 approved.

23 SECTION 2. This Ordinance shall be in full force and  
24 effect from and after its passage and approval by the Mayor.

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26  
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28   
29 Councilman

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32  
33 APPROVED AS TO FORM  
34 AND LEGALITY,  
35   
CITY CLERK

Read the first time in full and on motion by Preses, seconded by Kenya, and duly adopted, read the second time by title and referred to the Committee on Public Works (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort-Wayne, Indiana, on \_\_\_\_\_, the day of \_\_\_\_\_, 1976, at \_\_\_\_\_ o'clock P.M., E.S.T.

DATE: 2-22-77

Charles W. Westerman  
CITY CLERK

Read the third time in full and on motion by J. Schmidt, seconded by Stier, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	<u>6</u>			<u>3</u>	
BURNS	<u>✓</u>				
HINGA	<u>A</u>				
HUNTER	<u>✓</u>				
MOSES	<u>A</u>				
NUCKOLS	<u>✓</u>				
SCHMIDT, D.	<u>✓</u>				
SCHMIDT, V.	<u>A</u>				
STIER	<u>✓</u>				
TALARICO	<u>✓</u>				

DATE: 2-8-77

Charles W. Westerman  
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION)

ORDINANCE (RESOLUTION) No. 2-62-77 on the 8th day of March, 1976.

ATTEST: (SEAL)

Charles W. Westerman  
CITY CLERK

John Nuckols  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of March, 1976, at the hour of 2:00 o'clock P.M., E.S.T.

Charles W. Westerman  
CITY CLERK

Approved and signed by me this 9th day of March, 1976, at the hour of 4:00 o'clock \_\_\_\_\_ M., E.S.T.

Robert E. Rumschong  
MAYOR

Bill No. S-77-02-31

REPORT OF THE COMMITTEE ON PUBLIC WORKS

We, your Committee on PUBLIC WORKS to whom was referred an Ordinance  
approving a contract with Double Envelope for materials for Office Services  
Department

have had said Ordinance under consideration and beg leave to report back to the Common

Council that said Ordinance DO PASS.

WINFIELD C. MOSES, JR. - CHAIRMAN

DONALD J. SCHMIDT

VIVIAN G. SCHMIDT

PAUL M. BURNS

SAMUEL TALARICO

CONCURRED IN

DATE 3-16-77 CHARLES W. WESTERMAN, CITY CLERK

# Memorandum

To H.P. Wehrenberg, Board of Works Date Feb. 2, 1977  
From Ruth Winget, Purchasing Department  
Subject Envelopes

## COPIES TO:

J.F. Morreale  
G. Thayer

Herewith are quotes (Quote #983) relating to Purchase Order No. 8694 which is prepared favoring Double Envelope for 750/M Envelopes #10 and 750/M Remittance envelopes for Office Service Department.

Five (5) Vendors were invited to quote. Four (4) quotes were returned, with Double Envelope being the lowest.

Attached are the following documents in support of the recommendation for acceptance of Double Envelope quote:

1. Copy of Double Envelope quote.
2. Copy of Purchase Order.
3. Memorandum from Purchasing Department.
4. Copies of other Bidders Quotes.

It is urged that in referring this bid-quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number (s) is given to Double Envelope until evidence of Council Approval is furnished to the Purchasing Department.

R.A. Winget  
R.A. Winget

Approved: J.F. Morreale

64-1001

## CITY OF FORT WAYNE

## CITY UTILITIES

DEPARTMENT OF PURCHASES  
ROOM 950 CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

PURCHASE ORDER NO. 8694

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE Feb. 2, 1977

Double Envelope  
P.O. Box 5372  
Fort Wayne, Indiana

SHIP TO —

Office Services Department  
Basement City County Bldg.  
One Main Street  
Fort Wayne, Indiana 46802

MAIL ALL INVOICES TO —  
CITY UTILITIES

GENERAL ACCOUNTING  
4th FLOOR CITY-COUNTY BUILDING  
NUMBER ONE EAST MAIN STREET  
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING  
CERTIFICATION AS REQUIRED BY  
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
	750M	Envelopes #10 w/window, Split gum, 24 lb. white Insertion Machine Quality	A-922	7.99/M	\$5,992.50
	750M	Remittance Envelopes as per sample received		5.45/M	4,087.50
					\$10,080.00
		<u>SUBJECT TO COUNCILMANIC APPROVAL</u>			
		Note: Split delivery - 250 Mea. size at a time.			
		Net 30 after each shipment			
		F.O.B. Ft. Wayne			
		Ship: as arranged			
		Per Quote #983			
		ATTENTION			
		Send all invoices to General Accounting			
		4th Floor City-County Bldg.			
		Main St.			
		Fort Wayne, Indiana 46802			
		Show P. O. Number on Packing Slip and Invoice.			
		RW/pl #104			

TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY

CITY UTILITIES PURCHASING AGENT

FORM 1135

Partly QUOTE -- See me Jim

# City Utilities

PURCHASE REQUISITION

Double Envelope  
P.O. Box 5372

Date 1-19-77

Please order the following Material for Delivery as Specified:

To be delivered to Office Service Dept. Req. No. 104  
On or before Basement P. O. No. 8694

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
750M	Envelopes #10 w/window, split gum, 24 lb white. Insertion Machine Quality. As per sample attached	Q-922 7.99/M	5,992.50
750M	Remittance Envelopes as per (sample attached) (sample reviewed)	Q-922 5.45/M	4,087.50
Note: Split delivery 250M ea size at a time.			\$10,080.00
Net 30 after each shipment			
REMARKS: F.O.B. Ft. Wayne			
Ship: As arranged			
Per Quote # 983			

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department

G. A. Whayer

Dept. Head

Charge Light

Water

Sewage

Subject to Councilmanic Approval.

For

Ros

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES

One Main Street  
Fort Wayne, Indiana 46802

P.O. 8694  
Double Envelope

Date January 21, 1977

Request for Quotation No. 983

To be considered your quotation must be received by M. Jan. 31/77 122

To: ☒ U. S. Envelope  
☒ Double Envelope  
Curtis' 1000  
Taylor-Martin Paper  
☒ Superior Business Forms

Quantity	Unit	Unit Price	Trade Disc.	Extensic
750M	Envelopes #10 w/window Split gum, 24lb. white Insertion Machine Quality			
750M	Remittance Envelopes as per (Samples attached)			
	Note: Split delivery 250M each size at a time			
	Mark Bid Envelope, "Quote No. <u>983</u> Due Date <u>Jan 31/77</u> ".			
			TOTAL	

Terms -

F.O.B. -

Shipping  
Schedule -

Shipping  
Weight -

Signed \_\_\_\_\_  
Date \_\_\_\_\_

*Ruth Winget*  
Ruth Winget - Buyer

Director of Purchases

Quotes

1. U.S. Envelope  
P.O. Box 1166  
165 Sherman Dr.  
Indianapolis, Ind. 46206
2. Double Envelope  
P.O. Box 5376  
City
3. Curtis 1000  
70 Dan Burger  
418 E. Perry St.  
46802
4. Taylor-Martin Paper  
4621 Executive Blvd.  
46808
5. Superior Business Forms  
1405 N. Clinton St.  
46805

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Due: 1/31/77

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#10-8.55/m <sup>yr</sup>  
6,412.50

Remt.  
6.92/m  
5,190.00

11,602.50

Taylor-Martin  
Chuck

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES

One Main Street  
Fort Wayne, Indiana 46802

Date January 21, 1977

Request for Quotation No. 983

To be considered your quotation must be received by M. Jan. 31/77 122

To: Double Envelope  
P.O. Box 5372  
Fort Wayne, Indiana

Quantity	Unit	Unit Price	Trade Disc.	Extended
750M	Envelopes, #10 w/window Split gum, 24lb. white Insertion Machine Quality	<del>7.99/M</del> \$7.99/M		<del>\$5992.50</del> \$5992.50
750M	Remittance Envelopes as per (Samples attached)	<del>5.15/M</del> \$5.15/M		<del>\$4087.50</del> \$4087.50
<p>Note: Split delivery 250M each size at a time</p> <div data-bbox="277 769 503 908" data-label="Text"> <p>Parties order must include a copy of the following information: 1. Name of the agency requesting the purchase. 2. Name of the person to be contacted. 3. Address of the person to be contacted. 4. Phone number of the person to be contacted. 5. Date of purchase. 6. Quantity of purchase. 7. Description of purchase. 8. Estimated date of delivery. 9. Estimated cost of purchase. 10. Estimated value of purchase.</p> </div> <p>Mark Bid Envelope, "Quote No. <u>983</u> Due Date <u>Jan 31/77</u>".</p>				
				TOTAL \$10,080.00

Terms - Net 30 Days After Each Shipment

P.O.D. - Fort Wayne, Indiana

Shipping  
As Arranged.

Signed Bruce Houston  
Date 1-31-77

Ruth Winget  
Ruth Winget - Buyer

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES

One Main Street  
Fort Wayne, Indiana 46802

JAN 25 1977

Date January 21, 1977

Request for Quotation No. 983

To be considered your quotation must be received by            M. Jan. 31/77 XX

To: Superior Business Forms  
1405 North Clinton Street  
Fort Wayne, Indiana 46805

Quantity	Unit	Unit Price	Trade Disc.	Extended
750M	Envelopes #10 w/window Split gum, 24lb. white Insertion Machine Quality ( <i>Poly Window</i> )	\$ 9.18	None	\$ 6885.00
750M	Remittance Envelopes as per (Samples attached)	\$ 6.24	None	\$ 4680.00
<p>Note: Split delivery 250M each size at a time</p>				
<p>Mark Bid Envelope, "Quote No. <u>983</u> Due Date <u>Jan 31/77</u>".</p>				<p>TOTAL \$ 11,565.00</p>

Terms - *Not 30 days*

F.O.B. - *Fort Wayne, Ind.*

Shipping *collect* - *(3 releases)*

Superior Business Forms

Signed *Ruth Winget*

Date *1-24-77*

*Ruth Winget*  
Ruth Winget - Buyer

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES

One Main Street  
Fort Wayne, Indiana 46802

Date January 21, 1977

Request for Quotation No. 983

To be considered your quotation must be received by M. Jan. 31/77 122

To: U.S. Envelope  
16 S. Sherman Drive  
Indianapolis, Indiana 46206

Quantity	Unit	Unit Price	Trade Disc.	Extended
750M	Envelopes #10 w/window Split gum, 24lb. white Insertion Machine Quality	8.38		6285.00
750M	Remittance Envelopes as per (Samples attached)	6.84		5130.00
	Note: Split delivery 250M each size at a time			
	Mark Bid Envelope, "Quote No. <u>983</u> Due Date <u>Jan 31/77</u> ".			
		TOTAL		11415.0

Terms - 1, 10 Net 20 Days.

F.O.B. - Fort Wayne, In.

Shipping  
Schedule - as required.

Signed Tom D. Khan  
Date 1/31/77

Ruth Winget  
Ruth Winget - Buyer

CITY OF FORT WAYNE  
DEPARTMENT OF PURCHASES

One Main Street  
Fort Wayne, Indiana 46802

Date January 21, 1977

Request for Quotation No. 983

To be considered your quotation must be received by M. Jan. 31/77 AM

To: Taylor - Martin Paper  
4621 Executive Blvd.  
Fort Wayne, Indiana 46808

RECEIVED

JAN 25 1977

Quantity	Unit	Price	Trade Disc.	Extended
750M	Envelopes #10 w/window Split gum, 24lb. white Insertion Machine Quality	\$8.55/M		6,412.50
750M	Remittance Envelopes as per (Samples attached)	\$6.92/M		5,190.00
<p>Note: Split delivery 250M each size at a time</p> <p>Stock to be billed and held in our Warehouse, and released in three deliveries during the next year.</p> <p>Mark Bid Envelope, "Quote No. <u>983</u> Due Date <u>Jan 31/77</u>".</p>				
				TOTAL <u>11,602.50</u>

Terms - 2% 10 days; Net 30

F.O.B. - Ft. Wayne

Shipping Upon your request

Signed [Signature]  
Date \_\_\_\_\_

Ruth Winget  
Ruth Winget - Buyer

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER #8694DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS2-77-02-31.SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER #8694 TO DOUBLE ENVELOPE INAMOUNT OF \$10,080.00 FOR 750/M WINDOW ENVELOPES AND 750/M REMITTANCE ENVELOPES FOROFFICE SERVICES DEPARTMENT.THIS IS LOWEST OF FOUR QUOTATIONS.EFFECT OF PASSAGE ABILITY TO BILL UTILITY CUSTOMERS.EFFECT OF NON-PASSAGE INABILITY TO BILL UTILITY CUSTOMERS.MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$10,080.00 TO BE PAID BYCITY UTILITIES.ASSIGNED TO COMMITTEE Moses